

DETAILED INSPECTION CHECKLIST

040 CAREER PLANNING

Functional Area Manager: MMEA-6

Point of Contact: MGySgt Marcell E. HATTEN

DSN: 278-9238 - COML: (703) 784-9238

E-mail: marcell.hatten@usmc.mil

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040 01 STAFF NONCOMMISSIONED OFFICER-IN-CHARGE (SNCOIC) RESPONSIBILITIES (PERTAINS TO ALL SNCOIC'S)

040 01 001 Does the Staff Noncommissioned Officer-in-Charge (SNCOIC) conduct and document required Career Planning evaluations?

Reference

MCO 1040.31, CHAP 2, PAR 2.A.6

040 01 002 Does the SNCOIC conduct and document required monthly/quarterly follow-on training for all subordinate Career Planners?

Reference

MCO 1040.31, CHAP 2, PAR 2.A.8

040 01 003 Does the SNCOIC advise the Commanding General/Commanding Officer on all Marine Corps Enlisted retention matters?

Reference

MCO 1040.31, CHAP 2, PAR 2.A.4

040 01 004 Does the SNCOIC maintain monthly retention reports?

Reference

MCO 1040.31, CHAP 2, PAR 2.A.4

040 01 005 Does the SNCOIC coordinate the implementation of the retention plan within the command?

Reference

MCO 1040.31, CHAP 2, PAR 2.A.2; Current Fiscal Year Retention Guidelines (MARADMIN)

040 01 006 Does the SNCOIC conduct on sight inspections of subordinate commands?

Reference

MCO 1040.31, CHAP 2, PAR 2.A.5

- 040 01 007 Does the SNCOIC conduct quality control on all Reenlistment, Extension, Lateral Move (RELM) requests submitted by subordinate Career Planners?
Reference
MCO 1040.31, CHAP 2, PAR 2.A.10
- 040 01 008 Does the SNCOIC monitor completion of required interviews?
Reference
MCO 1040.31, CHAP 3, PAR 2.B
- 040 02 CAREER PLANNER RESPONSIBILITIES
- 040 02 001 Did the Career Planner master all tasks listed in NAVMC 11778 (Evaluation MUST be conducted in conjunction with the inspection and prior to proceeding with the inspection)?
Reference
MCO 1040.31, CHAP 2, PAR 2.A.6
- 040 02 002 Does the Career Planner have an assigned office conducive to an effective Career Planning Program?
Reference
MCO 1040.31, CHAP 2, PAR 4.A
- 040 02 003 Does the Career Planner have immediate access to all required data processing equipment necessary to conduct daily operations?
Reference
MCO 1040.31, CHAP 2, PAR 4.B
- 040 02 004 Does the Career Planner have additional duties that either compromised the Career Planner's position or require the preponderance of their time?
Reference
MCO 1040.31, CHAP 2, PAR 7.D
- 040 02 005 Does the Career Planner have accountability of Fleet Assistance Program (FAP) and temporary additional duty (TAD) Marines?
Reference
MCO 1040.31, CHAP 1, PAR 3.B.1.D
- 040 02 006 Does the Commanding Officer delegate authority to conduct Commanding Officer Expiration of Active Service (EAS) interviews in writing?
Reference
MCO 1040.31, CHAP 3, PAR 1.G

- 040 02 007 Does the interview management system show any overdue Commanding Officer EAS interviews?
Reference
MCO 1040.31, CHAP 3, PAR 2.B.3
- 040 02 008 Does the interview management system show any missed Commanding Officer EAS interviews?
Reference
MCO 1040.31, CHAP 3, PAR 2.B.3
- 040 02 009 Does the Commanding Officer conduct all EAS interviews where the Marine is receiving a Reenlistment Eligibility (RE) Code other than RE-1A?
Reference
MCO 1040.31, CHAP 3, PAR 2.B.3.D
- 040 02 010 Does examination of the Interview Management System and/or Career Planning Contact Records reveal that the Commanding Officer is making reenlistment recommendations and assigning appropriate reenlistment eligibility codes?
Reference
MCO 1040.31, CHAP 3 PAR 2.B.3.D, CHAP 6, PAR 1.A.2, APP D;
MCO P1900.16F
- 040 02 011 Does the Interview Management System show any overdue Career Planner interviews?
Reference
MCO 1040.31, CHAP 3, PAR 2.B
- 040 02 012 Does the Interview Management System show any missed Career Planner interviews?
Reference
MCO 1040.31, CHAP 3, PAR 2.B
- 040 02 013 Does examination of the Interview Management System and/or Career Planning Contact Records reveal that the Career Planner is documenting a chronological record of the Marine's basic qualification for reenlistment; the evaluation of the Marine; the Marine's specific reason(s) for not reenlisting; detailed summary of discussion with the Marine; and the recommended RE-Code, if the Marine separates?
Reference
MCO 1040.31, CHAP 6, PAR 1.A.2

- 040 02 014 Is the Career Planner advising Marines on retention incentives?
Reference
Current Enlisted Retention Guidelines; Current SRBP MCBUL;
MCO 1040.31, APP C, PAR 5
- 040 02 015 Does the Career Planner provide information on Marine for Life, benefits of joining the Selected Marine Corps Reserve, and the requirement to attend Transition Assistance Management Program (TAMP) to Marines (during the EAS interview) who will not reenlist?
Reference
MCO 1754.8A, CHAP 1 PAR 4.C.2.E; MCO 1040.31, CHAP 3, PAR 2.B.3
- 040 02 016 Is the Career Planner familiar with restrictions affecting service limits?
Reference
MCO 1040.31, CHAP 4, PAR 10, CURRENT MCBUL 5314 (ECFC)
- 040 02 017 Does the Career Planner maintain a working file which consists of contact records, individual case files, and RELM tracker?
Reference
MCO 1040.31, CHAP 6, PAR 1
- 040 02 018 Are the contact records maintained alphabetically in the open, working, and closed binders?
Reference
MCO 1040.31, CHAP 6, PAR 1.A.4
- 040 02 019 Are the individual case files maintained alphabetically in six sections?
Reference
MCO 1040.31, CHAP 6, PAR 1.B
- 040 02 020 Is the RELM tracker maintained and updated daily?
Reference
MCO 1040.31, CHAP 6, PAR 1.C
- 040 02 021 Does the Career Planner maintain the career planning contact record, and the individual case file for the current fiscal year plus two previous fiscal years?
Reference
MCO 1040.31, CHAP 6, PAR 1.D
- 040 02 022 Does the Career Planner correctly fill out the individual case file?
Reference
MCO 1040.31, CHAP 6, PAR 1.B, CPSF 002, HQMC/CP, MAY 2004 (ICF FOLDER)

- 040 02 023 Does the Career Planner thoroughly screen each Marine prior to creating a RELM?
Reference
MCO 1040.31, CHAP 6, PAR 2.B.4, Current TFRS SUBMISSION GUIDELINES
- 040 02 024 Does the Commanding Officer, Career Planner, and requesting Marine sign all RELM responses from CMC (MMEA)?
Reference
MCO 1040.31, CHAP 6, PAR 2; TFRS RELM RESPONSES
- 040 02 025 Does the Career Planner properly complete the DD Form 4 (Reenlistment Contract)?
Reference
MCO 1040.31, CHAP 6 PAR 3; MCO P1070.12K, PAR 4003; MCO P5000.14B, PAR 4005
- 040 02 026 Does the Career Planner properly complete the NAVMC 321a (Agreement to Extend Enlistment)?
Reference
MCO 1040.31, CHAP 6 PAR 4; MCO 1040R.35, CHAP 5 PAR 8
- 040 02 027 Does the Career Planner properly cancel the NAVMC 321a?
Reference
MCO 1040.31, CHAP 6 PAR 5.2
- 040 02 028 Is the Selective Reenlistment Bonus Program Statement of Understanding properly completed?
Reference
MCO 7220.24N
- 040 02 029 Has the Command been identified as “non-compliant” for Special Duty Assignments (SDA) within the last twelve months?
Reference
MCO P1326.6D W/CH 1
- 040 02 030 Does the command forward required documents to CMC (MMSB-20) to be included in the Marine’s Official Military Personnel File (OMPF) in a timely manner?
Reference
MCO P1070.12K, TABLE 4-1; MCO 7220.24M; MCO 1040.31, CHAP 6 PAR 4.G

- 040 02 031 Does the Career Planner ensure retention documents are properly filed in the Service Record Book (SRB), as instructed by the Individual Record Administration Manual (IRAM)?
Reference
MCO P1070.12K, TABLE 4-1; MCO 7220.24M; MCO 1040.31, CHAP 6 PAR 4.G
- 040 02 032 Are the discharge certificates (DD form 256) kept by a designated representative who is responsible for their safe-keeping, accountability, and proper issuance?
Reference
MCO P1900.16F W/CH1-2, PAR 1101.2.B
- 040 02 033 Does the Career Planner demonstrate satisfactory knowledge and understanding of the various types of extension approving authorities?
Reference
MCO 1040.31, CHAP 5, PAR 1
- 040 02 034 Did the Command take corrective action on previously identified discrepancies/findings from prior inspections?
Reference
PRIOR COMPLETED IGM/CIG CHECKLISTS